

ORDINANCE NO. 1598

1 AN ORDINANCE relating to personnel;
2 defining extra-help employees;
3 prescribing selection of extra help
4 employees by administrative rule; and
5 amending Ordinance 422 and King County
6 Code 3.12.020.

7 SECTION 1. Ordinance 422, Section 3. and King
8 County Code 3.12.020 are hereby amended to read as follows:

9 3.12.020 Definitions. The following terms as used
10 in this chapter shall, unless the context clearly indicates
11 otherwise, have the respective meanings herein set forth:

12 (1) APPOINTING AUTHORITY means the county council,
13 county executive department heads, office managers, person or
14 group of persons having lawful authority to appoint or to
15 remove persons from positions in the county service, or persons
16 designated by such appointing authority to perform those duties
17 which legally may be delegated;

18 (2) BOARD means the personnel board of King County;

19 (3) CAREER SERVICE EMPLOYEES. Members of the career
20 service are designated in Section 550 of the County Charter as
21 follows:

22 "All county employees and officers shall be members
23 of the career service except those in the following positions:
24 all elected officers; the county auditor, the clerk and all
25 other employees of the county council; the county administrative
26 officer; the chief officer of each executive department and
27 administrative office, the members of all boards and commissions;
28 administrative assistants for the county executive and one
29 administrative assistant each for the county administrative
30 officer, the county auditor, the county assessor, the chief
31 officer of each executive department and administrative office
32 and for each board and commission; a chief deputy for the
33 county assessor; one confidential secretary each for the county
executive, the chief officer of each executive department and
administrative office, and for each administrative assistant

1 specified herein; all employees of those officers who are
2 exempted from the provisions of this charter by the state
3 constitution; persons employed in a professional or scientific
4 capacity to conduct a special inquiry, investigation or
5 examination; part-time and temporary employees; administrative
6 interns; election precinct officials; all persons serving the
7 county without compensation; physicians; surgeons; dentists;
8 medical interns; and student nurses and inmates employed by
9 county hospitals, tuberculosis sanitariums and health depart-
10 ments of the county.";

11 (4) CLASS means a position or group of positions
12 established under these rules sufficiently similar in respect
13 to the duties, responsibilities and authority thereof, that
14 the same descriptive title may be used to designate each posi-
15 tion allocated to the class, that essentially the same require-
16 ments as to education, experience, ability and other qualifi-
17 cations should be required of the incumbents, that the same
18 tests of fitness may be used to choose qualified employees
19 and that the same schedule of compensation can be made to apply
20 with equity;

21 (5) COMPENSATORY TIME means time granted off with
22 pay in lieu of work performed either on an authorized overtime
23 basis or work performed on a holiday which is normally
24 scheduled as a day off. Such compensatory time shall be
25 granted on the basis of time and one-half;

26 (6) COUNCIL means the county council of King County;

27 (7) COUNTY means the county of King and any other
28 organization that is legally governed by the county council
29 with respect to personnel matters;
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1 (8) EMPLOYEE means a person who is employed in the
2 career or non career service, or who is on leave of absence
3 according to these rules and whose position is held for him
4 pending his return; any elected official or his noncareer
5 appointees; any regular employee who temporarily accepts
6 appointment to a noncareer position in the county service;

7 (9) EXEMPT POSITION means any position not included
8 in the career service of King County. Exempt positions are
9 positions to which appointment may be made directly. Incumbents
10 serve at the pleasure of the appointing authority. Positions
11 outside the career service are listed in Section 550 of the
12 Charter;

13 (10) EXTRA HELP EMPLOYEE means an employee employed
14 in an extra help position. Selection of extra help employee
15 shall be in accordance with applicable administrative personnel
16 rules, which have been approved by the County Council.

17 (11) EXTRA HELP POSITION means a position intended
18 to be occupied on less than a year around basis (maximum dura-
19 tion of six consecutive months unless specifically extended
20 by the personnel manager for an additional thirty days) to
21 cover season peak work loads, emergency work loads of limited
22 duration, necessary vacation relief and other situations
23 involving fluctuating staff;

24 (12) MANAGER means the manager of the office of
25 personnel of King County;

26 (13) POSITION means a group of current duties and
27 responsibilities assigned by competent authority requiring
28 the full time or part time employment of one person;
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(14) PROBATIONARY EMPLOYEE means an employee who is serving a probationary period and is employed in either a regular full-time or regular part-time position;

(15) PROBATIONARY PERIOD. This period is the final step in the competitive screening process. An appointment to the career service is not final as a regular employee unless the employee successfully completes this period;

(16) PROVISIONAL APPOINTMENT is an appointment made in the absence of a candidate certified as qualified by the personnel manager. Only the personnel manager may authorize a provisional appointment. An appointment in this status is limited to thirty days after the personnel manager certifies qualified candidates, or a maximum of six months, whichever shall occur sooner;

(17) PROVISIONAL EMPLOYEE is an employee holding a position under provisional appointment, pending a competitive screening for the class;

(18) RECRUITING STEP is the first step of the salary range allocated to a class unless otherwise authorized by the county administrative officer;

(19) REGULAR EMPLOYEE means an employee who is not on probation and is employed in either a regular full-time or regular part-time position;

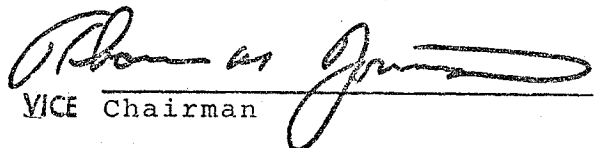
(20) REGULAR FULL-TIME POSITION means a position established on a permanent year around basis requiring work on a regular schedule of at least thirty-five hours per week;

(21) REGULAR PART-TIME POSITION means a position established on a permanent year around basis requiring work on a regular schedule of less than thirty-five hours per week. (Ord. 422§ 3, 1970).

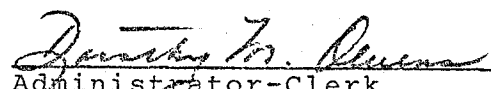
INTRODUCED AND READ for the first time this 19th day of March, 1973.

PASSED this 2nd day of April, 1973.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON


VICE Chairman

ATTEST:


Deputy Administrator-Clerk
King County Council

DEEMED ENACTED WITHOUT
COUNTY EXECUTIVE'S SIGNATURE

APPROVED this _____ day of April, 1973.
DATED: April 16, 1973

King County Executive